



CUIAB **myAppeal** – How to Navigate myAppeal

California Unemployment Insurance Appeals Board (CUIAB)



Training Navigational Tools:



Click on HOME icon to return to section's Table of Contents.



Use mouse scroll to next/previous page.



Located at bottom of slide are viewing tools, +/- to zoom, etc.

[Blue Text Links](#)

Blue text with underline – are potentially active hyperlinks to take you directly to sections within this training material.



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Welcome to **myAppeal**, the CUIAB's online public web portal.

Overview of the CUIAB myAppeal Portal

- Provides secured access to current appeal information.
- Accessible using mobile devices and personal computers.
- Online services include options to download, upload, request, and submit documents.
- Receive electronic notifications via email.



* indicates required fields

*Email Address

*Password

SIGN IN

REGISTER

[Forgot your password?](#)



Home Screen

- This is the first page displayed when accessing your CUIAB **myAppeal** account.
- The left sidebar menu contains the following:

Dashboard

Profile

FAQs & Feedback

Logout



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My Cases

Below is a list of cases where you have been identified as a party. You will be able to access the case for up to 90 days after the case is closed. For any further action, please contact CUIAB Customer Support at (833) 784-2227 during normal working hours

Enter full Case Number, SSN or EDD Account ID

Case Number	Your Affiliation	Hearing Date & Time	Case Status ⓘ	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date	Action Request Menu
10101330	CLAIMANT		Open	08/25/2022			

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Dashboard

1. My Cases

Will display a list of all cases that are currently in open status or that have closed within the last 90 days.

2. Dashboard

Provides a brief overview of each appeal case, which includes the affiliation, hearing date and time, case status, deadline for filing a Board Appeal and Writ, case retention date, and the Action Request Menu.

3. Search option

Provides an option to search for cases.

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My Cases 1

Below is a list of cases where you have been identified as a party. You will be able to access the case for up to 90 days after the case is closed. For any further action, please contact CUIAB Customer Support at (833) 784-2227 during normal working hours

3

Enter full Case Number, SSN or EDD Account ID

Q Enter Value To Search

Case Number	Your Affiliation	Hearing Date & Time	Case Status ⓘ	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date	Action Request Menu 2
10101330	CLAIMANT		Open	08/25/2022			

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Dashboard | My Cases

To access detailed appeal case information, click on **Case Number**.



My Cases

Below is a list of cases where you have been identified as a party. You will be able to access the case for up to 90 days after the case is closed. For any further action, please contact CUIAB Customer Support at (833) 784-2227 during normal working hours

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Case Number Screen

1. Case Number
2. Case Documents
3. Hearing Recordings
4. Authorized Representative Information

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Case Number : 10101330 **1** Action Request Menu

Your Affiliation	Hearing Date & Time	Case Status	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date
CLAIMANT		Open	08/25/2022		

CASE DOCUMENTS **2** Upload Documents

Document Title	Exhibit Name	Created Date	Download
10101330 - Document -8_23_2022-161413	pg 3	09/21/2022	Download
Reopened Notice - 121 - LOS ANGELES ADJUDICATION CTR - Case No. 10101330.pdf		08/24/2022	Download
NonAppearance - Alma C Pascasio - Case No. 10101330.pdf		07/26/2022	Download
NonAppearance - 121 - LOS ANGELES ADJUDICATION CTR - Case No. 10101330.pdf		07/26/2022	Download
Hear Notice - Alma C Pascasio - Case No. 10101330.pdf	1	07/05/2022	Download
FO Acknowledgement - Alma C Pascasio - Case No. 10101330.pdf		05/24/2022	Download
10101330 - EDD Transmittal -5_24_2022-122529.pdf	2	05/24/2022	Download

HEARING RECORDINGS **3** Retrieve Recording Files

If you encounter any technical issues with audio playback, please contact CUIAB at (833) 784-2227

Please click 'Retrieve Recording Files' button to view all hearing recordings.

Authorized Representative Information **4** Add Authorized Representative

No Authorized Representative has been added yet



Case Number

Details included under Case Number are:

- Affiliation – Claimant, Employer, or Employer Tax Petitioner
- Hearing Date & Time
- Case Status
- Board Appeal Filing Deadline
- Case Retention Date

Action Request Menu

- Provides users options to update or make various changes to their appeal.

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Case Number : 10101330 [Action Request Menu](#)

Your Affiliation	Hearing Date & Time	Case Status	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date
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Authorized Representative Information [Add Authorized Representative](#)

No Authorized Representative has been added yet



Action Request Menu

Depending on the **status** of each appeal case, **myAppeal** registered account holders will have access to specific **Action Request** options, as follows:

Action Request For Hearing

- **Reopen** an appeal case, after closure
- Request an **Interpreter**
- **Withdraw** an appeal
- Request a Phone Hearing
- Postponement of an appeal
- Other

File Board Appeal

- To appeal the decision issued by the CUIAB Administrative Law Judge

General Action Request

- Request a Phone or In-Person Hearing
- Copy of Documents
- Add a Representative
- Add Agency Representative
- Other

Profile Update

- Request to make changes to user profile
- Language preference

Subpoena

- Witness(es)/Document Notice to
- Subpoena/Duces

Tax Petition

- File Tax Petition



Case Documents

Within the **CASE DOCUMENTS** box, **myAppeal** registered account holders will be able to:

Upload

- Documents, files, pictures, and audio

Download

- Appeal Case Documents

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Case Number : 10101330 Action Request Menu

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Authorized Representative Information Add Authorized Representative

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Hearing Recordings

Listen to the recorded appeal hearing by clicking on:

Retrieve Recording Files

The hearing recording will be made available once a hearing has concluded.

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Authorized Representative Information Add Authorized Representative

No Authorized Representative has been added yet

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Authorized Representative Information

To add a **Representative** or **Agency Representative**, click on:

Add Authorized Representative

The following information for the Authorized Representative will be necessary:

- Name
- E-mail
- Phone number
- Address



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Case Number : 10101330 [Action Request Menu](#)

Your Affiliation	Hearing Date & Time	Case Status	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date
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Authorized Representative Information [Add Authorized Representative](#)

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Profile Details

Shows
the **myAppeal** Registered
Account Holder's:

- First and Last names
- Address
- Language Preference
- Email
- Phone Number(s) & Communication Preference

myAppeal account holders can update **Phone Number(s) & Communication Preference** by clicking on **Update Informations.**



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Profile Details

To change your First Name, Last Name, Language Preference or address please submit a change request from Dashboard Action Request Menu. All other information you can update by clicking Update Information.

First Name	Last Name	Language Preference	Email
Alma	Pascasio	Spanish	superocmmail@yopmail.com
Street Address	City	State	Zip Code
3473 W Shields Ave Spc 104	Fresno	California	93722-7237

[Go To Dashboard](#)

Phone	Mobile Phone	Communication Preference
777-777-7777		E-mail


[Update Informations](#)



Profile Details

Phone Number & Communication Preference

Communication Preference

- Allows user to select their preferred method to receive communication from CUIAB. The account holders will need to choose between:
 - **E-mail**
 - Or
 - **U.S Mail**
 - Click on **Save**
- For other changes, submit a request using the **Action Request Menu**.

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Profile Details

Please make sure to save the below informations by clicking Save button after making changes. Please note that fields marked with (*) are mandatory.

Phone: 777-777-7777

Mobile Phone:

* Communication Preference

E-mail (selected)

U.S Mail

Back Save



? FAQs

Provides a list of Frequently Asked Questions that **myAppeal** users can refer to.

Click on  to go directly to FAQs.

While you are there, provide feedback regarding your **myAppeal** user portal experience.





Logout

Logout of **myAppeal** anytime by clicking on the Logout icon.

